

TOWN OF WINSLOW, MAINE  
REGULAR COUNCIL MEETING  
Minutes of Meeting  
& Public Hearing  
August 12, 2013

REGULAR MEETING

1. Roll call attendance was taken with six (6) members present.

Ray Caron, Ken Fletcher, Catherine Nadeau, Jerry Quirion, Steve Russell and Gerald Saint Amand. Benjamin Twitchell was absent.

Michael Heavener, Town Manager was present along with Public Works Director Paul Fongemie, Pamela Bonney, Librarian and Dennis Dacus, Parks and Recreation Director.

2. Recite the Pledge of Allegiance.
3. Approval of Minutes of Previous Meetings

Motion by Mr. Quirion and seconded by Mr. Caron that the minutes of the meeting held on July 8 be approved. Motion carried. Unanimous.

4. Communications

- a. Legislative Update

- b. Other

1. Copy of Minutes from Kennebec Water District meetings held June 6 & July 11.
    2. Copy of Minutes from Kennebec Sanitary Treatment District meeting held June 13.
    3. Copy of MMA annual Election-Vice President and Executive Committee.

5. Reports of Committees and Commissions

- a. Town Manager's Report

**BOND REFINANCING**

We currently owe a total of 1.2 million on our Crowe Rope Series A & B bonds combined. If we refinance the bonds into one bond for the same amount (*1.2 million*), and we keep the same payoff date of 3/1/2017, then we will likely save approximately \$92,547.17 over the life of the new bond when compared to the existing bonds.

In the Council packet is Resolution No. 25-2013, which if approved will authorize me to refinance the bonds. Attached to the resolution is a refinancing savings report prepared by Moors & Cabot, Inc.

## **DUNBAR ROAD SEWER ASSESSMENT**

As you know there are four property owners on the Dunbar Road who have not yet paid their fair share of the 2004 Dunbar Road sewer extension project. All four of the property owners have agreed to sign an agreement with the town to make quarterly payments over a five year period until their fair share is paid in full.

Our ordinance and state law requires that each year the municipal officers must certify the amount to be collected as stipulated in the agreement. Therefore, in the Council packet is Resolution No. 24-2013 which authorizes me to execute the agreement and certifies the amount to be collected.

## **TOWN OFFICE ROOF SUPPORT SYSTEM**

In June of this year I asked Becker Structural Engineers to conduct an assessment of the town office roof support system. In the Council packet is a report by Ethan Rhile, of Becker Structural Engineers, dated July 19, 2013. As you will see the report recommends some repairs be made to our existing roof support system.

After discussing the report with Mr. Rhile I asked him to provide us with a proposal to complete the necessary documents for construction and oversight of the repairs.

In the Council packet is a proposal by Paul Becker, of Becker Structural Engineers, dated July 30, 2013. The cost to prepare the necessary construction documents and to provide project oversight will be approximately \$13,335. We will discuss this proposal further at the August 12th Council meeting.

## **LIBRARY MOISTURE & MOLD ISSUES**

Attached to this report is an overview of the moisture and mold issues we are having with our library building. As you probably know for many years we have periodically experienced foul odors in the library that we thought could be related to the seasonal high moisture levels in the building. Pam Bonney made arrangements early this year to have Air Quality Management Service (AQMS) do an assessment of the building. AQMS found mold in the carpeting that they attribute to water infiltration into the building.

Before we remediate the current mold issue we should first address the cause of the mold, which is the elevated ground water at the site. In the attached overview you will see that installing a drainage system around the building and properly grading around the building is being proposed to address the water problem. Since there is no way to properly discharge the water away from the building, we will need to extend our storm water drainage system on Halifax to the site.

We will discuss this matter further at our August 12th Council meeting.

## **VASSALBORO SEWER BILLING**

The Vassalboro Sewer District would like to contract with us to do their sewer billing. They have 200 customers and we are capable of adding those customers to our billing process. We will discuss this further at our August Council meeting.

## **FORT HALIFAX PARK IMPLEMENTATION COMMITTEE UPDATE**

Last year the Fort Halifax Park Implementation Committee submitted a grant to MDOT to fund the cost of implementing our Fort Halifax Park Master Plan. I was recently informed that we were not awarded a grant.

The Maine Bureau of Parks and Land is currently accepting grant applications for the Land and Water Conservation Fund. The grant deadline is in November and recipients of the grant will have two years to complete the project.

Our project costs are as follows:	
Design/Engineering/Permitting:	\$ 18,720
State and Federal Review(s):	\$ 3,000
Construction:	\$156,000
Construction Oversight/Engineering:	\$ 15,600
Total Cost	<b><u>\$ 193,320</u></b>

There is a 50% match requirement so our share of the project would be **\$96,660**. Since we have two years to complete the project we could spread our contribution out over two FY budgets at \$48,330 each year.

If the Council is agreeable to submitting this grant then I will prepare a resolution for our September meeting authorizing me to do so.

### **SKILLS INC. RECYCLING FACILITY**

Attached to this report is a letter from Thomas Davis of Skills, Inc. As you will see Skills Inc. is required to give Waterville and Winslow the option to purchase their facility for \$35,000 less than the assessed value. Waterville has the facility assessed at \$221,700 so Waterville and Winslow could purchase the facility for \$186,700.

At this point Waterville is not interested in purchasing the facility. If the Council is agreeable then I will issue a Municipal Quitclaim Deed to Skills, Inc. stating that we waive our right to purchase the facility.

### **TAX ACQUIRED PROPERTY**

As you know, in February we foreclosed on a 30 acre parcel of land located on the Maple Ridge Road. The parcel is currently enrolled in the farmland tax program. I believe it is currently being farmed by Elwood Stevens of China. I have attached some information on the parcel to my report.

If the Council is agreeable, instead of putting the parcel out to bid I would like to explore farming options for the land and present those options to the Council at a future Council meeting.

### **VACATION**

I am planning to take a vacation from August 26th to the 30th and I expect to be unreachable during part of that time.

Therefore, with Town Council approval, I will submit a letter to the Town Clerk designating Paul Fongemie as administrative officer with the powers and duties of manager from August 26th to the 30th.

### **Actions taken by the Council during Manager's Report**

Motion by Mr. Quirion and seconded by Mr. Caron that Mr. Heavener hire Beckett Structural Engineers to complete the necessary documents for construction and oversee the repairs to the Town Office Roof. Motion carried. Unanimous.

Motion by Mr. Quirion and seconded by Mr. Caron that Mr. Heavener hire Boyd Snowden Engineering to complete the necessary documents for construction and oversee the repairs to the Library drainage problems. Motion carried. Unanimous.

Motion by Mr. Quirion and seconded by Mr. Caron the Mr. Heavener vote the MMA Ballot. Motion carried. Unanimous.

b. Department Reports

Reports were received from the Assessor, Code Enforcement, Police Department, Public Works, Fire Department, Parks & Recreation and Library.

c. Treasurer's warrant approved and signed by the Finance Committee during the Month of July.

No. 1.....\$ 1,554,740.00

Total                      \$ 1,554,740.00

d. Financial Report

Motion by Mr. Caron and seconded by Mr. Fletcher to approve all reports.

Motion carried. Unanimous.

UNFINISHED BUSINESS

1. Order No. 5-2013: An Amendment to Order No. 16-1981 Involving the Extension of the Sewer Line on the China Road. (Second Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Russell and seconded by Mr. Quirion to adopt Order No. 5-2013. After a brief discussion, a roll call vote was taken.

Ken Fletcher—Yes  
Ray Caron—Yes  
Jerry Quirion—Yes

Steve Russell—Yes  
Catherine Nadeau—Yes  
Gerald Saint Amand—Yes

Motion passed, 6 – 0.

NEW BUSINESS

1. Resolution No. 24-2013: Providing for Authorization for the Tax Assessor and Tax Collector to Assess and Collect on an Installment basis over a Period not Exceeding 5 Years the Expenses Incurred in Abating Malfunctioning Domestic Wastewater Disposal Units Pursuant to 30-A M.R.S.A. ss 3428. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Russell to adopt Resolution No. 24-2013.

Motion carried. Unanimous.

2. Resolution No. 25-2013: Providing for Authorization for the Town Manager to Refinance the Town's 1997 Series A & B Bonds. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Russell to adopt Resolution No. 25-2013.

Motion carried. Unanimous.

3. Resolution No. 26-2013: Providing for Authorization for the Town Manager to Upgrade the Augusta Road Sewer Pump Station's Electrical Panel at a Cost not to Exceed \$35,000.00. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Russell to adopt Resolution No. 26-2013.

Motion carried. Unanimous.

4. Resolution No. 27-2013: Providing for The Request for Bids on Tax Acquired Property. (One Reading) Sponsored by Gerald Saint Amand.

Motion by Mr. Quirion and seconded by Mr. Russell to adopt Resolution No. 27-2013.

Motion carried. Unanimous.

## ADJOURNMENT

Motion by Mr. Fletcher and seconded by Mr. Caron to adjourn the meeting.

Motion carried. Unanimous.

The meeting adjourned at 8:20 p.m.

ATTEST: \_\_\_\_\_  
Town Clerk of Winslow Maine